



## City of Sanford Sign Permit Application Checklist

**All permit application packages must be complete prior to acceptance. You must check each box to the left or indicate n/a on this submittal. A complete application package shall include the following:**

### **FREESTANDING or WALL SIGNS (Electrical / Non Electrical Signs)**

- ☐ Sign Permit Application completed and signed. Application must include correct address and complete parcel I.D. number.
- ☐ Copy of a contract, signed by the contractor and the property owner, indicating the documented construction value of the project.
- ☐ Electrical Permit Application completed and signed (if applicable).
- ☐ Copy of the contractor's license issued by the State of Florida (if the contractor is the applicant).
- ☐ A site specific notarized power of attorney shall be required from the licensed contractor if he/she appoints an employee of his/her company to sign the permit application as the contractor.
- ☐ Certificate of insurance indicating worker's compensation insurance coverage and naming the City of Sanford as certificate holder or a copy of a worker's compensation exemption issued by the State of Florida (must be submitted with each application if the contractor is the applicant).
- ☐ Completed and signed Owner Builder Statement / Affidavit (if the owner is the applicant).
- ☐ Copy of signed contract.
- ☐ Site specific, notarized letter of authorization from the property owner authorizing placement of the sign on property.
- ☐ Two (2) copies of site plan indicating proposed location and distance from property line(s).
- ☐ Two (2) copies of signed & sealed engineered drawings showing construction, fasteners, connectors, line of site, and electrical requirements.
- ☐ Two (2) copies of a drawing showing height, size, shape, and face of proposed sign.
- ☐ Separate permit applications are required for different sign types (e.g., one permit application may include two wall signs, but a wall sign and a monument sign requires separate permit applications).

*These guidelines were compiled to assist the applicant in preparing a sign permit application and may not be complete. The applicant is required to meet all City of Sanford, state, and local code requirements.*